

## PART A – POLICY AND PROCEDURES

### CHAPTER 7 – CONTRACTOR PRE-QUALIFICATION

#### 1.0 General Information

- 1.1 This applies to all projects bidding through OFPM and may apply to the other procurement processes as directed by Owner.
- 1.2 All forms for this process will be typed and submitted electronically. All correspondence will be via e-mail.
- 1.3 The State of Kansas has implemented a process to pre-qualify Contractors. This process is the state's method of further defining the term "responsible bidder" in statute [K.S.A. 75-3740](#).
  - 1.3.1 A taskforce was assembled with members from the Associated General Contractors (AGC), American Institute of Architects (AIA), Kansas Council of Engineers (KCE), and various state agencies along with representatives from OFPM. The taskforce has revised an existing procedure for Contractors interested in providing construction services for the State of Kansas.
  - 1.3.2 Kansas Department of Transportation (KDOT) has a pre-qualification process for road and bridge work, which is substantially different from OFPM's prequalification process. Contractors who are pre-qualified with KDOT are not pre-qualified to bid on OFPM projects unless the Contractor has already completed the OFPM pre-qualification process. If a Contractor is pre-qualified with KDOT and wishes to complete the OFPM pre-qualification process, the approval letter from KDOT should be included in the application packet. Approval by one does not guarantee approval by the other.
  - 1.3.3 The Procurement and Contracts has a vendor registration for RFP's not processed through OFPM. If bidding on a Procurement and Contracts RFP, their requirements can be found on their website at <https://admin.ks.gov/offices/procurement-contracts/bidding--contracts>. Click on Bidder Registration.
  - 1.3.4 Beginning July 1, 2013 all roofing contracts will be required to be registered with the Kansas Attorney General's office. Proof of registration will be required when a roofing company applies for pre-qualification.
- 1.4 Any company intending to bid as a Prime Contractor and sign a construction contract with the State of Kansas is required to be pre-qualified with OFPM and will need to follow the requirements in this chapter.
- 1.5 If a Contractor submits a bid and the company is not pre-qualified, the bid will not be opened and will be returned to the company.

#### 2.0 The Pre-qualification Process

- 2.1 To apply, companies should use the Form 840 – Contractor Pre-qualification Application found at <https://admin.ks.gov/offices/facilities-property-management/design-construction--compliance/contractor-pre-qualification>.
- 2.2 Contractors will be notified by OFPM when their application has been received, at which time their status is noted as "pending".
- 2.3 After the initial review, the Contractor will either be notified that his application has been approved or that additional information is required.

- 2.4 A contractor must be “approved” to bid on a project.
- 2.5 Companies whose applications are pending more than 60 days and fail to provide all required documents will be given two weeks to comply with the request for additional information. If no information is received during that two-week period, the application will be discarded.
  - 2.5.1 If the company wishes to bid on projects in the future, they will have to reapply.
- 2.6 Instructions for submittals and additional information about the pre-qualification process can be found on the Contractor Pre-qualification page at <https://admin.ks.gov/offices/facilities-property-management/design-construction--compliance/contractor-pre-qualification>.
  - 2.6.1 Questions about the process that cannot be answered on the website should be directed to 785-296-8899.
- 3.0 Submission of Bid When Not Pre-qualified
  - 3.1 If a bid is submitted from a company has not been approved to bid, their bid will be returned to them unopened.

### END OF CHAPTER